

L. RALPH MECHAM
DIRECTOR

CLARENCE A. LEE, JR.
ASSOCIATE DIRECTOR



WASHINGTON, D.C. 20544

TO BE RETAINED BY OPERATORS OF HOTELS,
MOTELS, AND SIMILAR ACCOMMODATIONS AS
EVIDENCE OF EXEMPT OCCUPANCY

EXEMPTION CERTIFICATE
TAX OCCUPANCY OF HOTEL ROOMS

NAME OF HOTEL, APARTMENT HOTEL, OR LODGING HOUSE _____ DATE _____ 19 _____

ADDRESS _____

This is to certify that I, the undersigned, am a representative of the United States Governmental department agency or instrumentality indicated below; the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such government unit; and that such charges are incurred in the performance of my official duties as a representative or employee of such governmental unit.

DATES OF
OCCUPANCY _____

(SIGNATURE)

GOVERNMENTAL
UNIT _____

(TITLE)

NOTE: Operators of hotels, etc., should not accept this certificate unless the person presenting it shows satisfactory credentials. A separate exemption certificate is required for each occupancy and for each representative. All records shall be retained for a period of three years.

